

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

広報番号 :  
Announcement No.

SRFJPMC-033-07

募集締切日:  
Closing Date

12 Feb 07

発行日:  
Date of Issue

29 Jan 07

1.職種名 Job title ( 等級 Grade 5 / 語学等級 LAD 3 )

**Accounting Technician, #8**  
(会計技術職)

受諾可能な下位等級 Acceptable Trainee Level: 1-3

☒ 事務系 ☐ 技能系 ☐ 保安系 ☐ 医療系  
Administrative Blue Collar Trade Security Medical

募集人数  
No. of  
Recruitment

1 名

4.募集範囲 Area of Consideration

☒ 現 MLC/IHA 従業員 (部隊内)  
Current MLC/IHA Employee within Activity  
☒ 現 MLC/IHA 従業員(通勤圏内)  
Current MLC/IHA Employee in commuting distance  
☐ 現 MLC/IHA 従業員(全在日米軍)  
Current MLC/IHA Employee Japan Wide  
☐ 外部 Off Base Applicant

2.部隊 Activity

U. S. Naval Ship Repair Facility, Yokosuka & Japan Regional Maintenance Center,  
Yokosuka  
Comptroller Department (C-600)  
Funds Control/Budgeting Division (C-630)  
勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka

5.雇用の種類 Type of Employment

☒ MLC ☐ IHA ☐ HPT  
☒ 常用 Permanent  
☐ 限定 Limited Term (    ヲ月 Months )

3.勤務時間 Work Schedule ( 週 40 時間制 hrww )

勤務日 Work Days: 月曜日 - 金曜日

勤務時間・休憩 Work Hours/Recess Period: 08:00 - 16:45/12:00 - 12:45

☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

6.職務内容 Duties

See attached sheet.

7.資格要件/身体条件 Qualification/Physical Requirements

- One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level.
  - Knowledge of methods and procedures used by the double-entry accounting system.
  - Knowledge of official financial system STARS-FL, subsystem MACTS and supply system MRMS.
  - Ability to check accounting data to ensure they are accurate in accordance with regulations.
  - Ability to perform reconciliation and correct discrepancies between accounting data.
  - Ability to perform administrative clerical work.
  - Ability to speak, read and write English at fluent proficiency level (LAD-3).
- \*An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.  
1-4: a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level.  
1-3: a. One year of general work experience. If applicant does not have such work experience, completion of 2-years junior college/2-years of technical school or 4-years degree in any field may qualify him/her at 1-3 level.

\*A handicapped applicant may be accepted, depending upon the degree and kind of disability

英語力 English Language Proficiency : ☐ 必要なし None ☐ 初級 Basic ☐ 中級 Intermediate ☒ 上級 Advanced ☐ 特段の能力  
Exceptional

学歴 Educational Background : N/A

免許証/修了証 License/Certificate Required : N/A

8.提出するもの Application and Associated Documents

職務状況  
Working  
Condition

<p>*<input checked="" type="checkbox"/> <b>空席応募用紙</b> Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> <b>専門職務経歴書</b> Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input type="checkbox"/> 修了証／証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p>		
<p align="center"><b>9. 応募書類提出先 Office to Submit</b></p> <p>内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、深夜 0100 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.):</p> <p>（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.</p> <p><b>1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:</b>  〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22  米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka  内線/Extension 243-8152 JN Employment Division (N132)</p> <p><b>2. 外部（非従業員）提出先 Off Base Applicants must submit to:</b>  〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka  (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA  管理第一係 Management Section  電話番号 Phone 046-828-6959  受付時間：月曜—金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.</p>		
<p align="center"><b>10. 事務処理欄 For Official Use</b></p>		
<p>募集部隊担当者 Activity POC : SRFJRMCM, Manpower Division (Code 1160), Ms. Satomi/Ms. Imaizumi  軍電 (DSN) 243-4553/243-4554</p>		
PD No.: SRFJRMCM-630-011	PD is accurate and current. Certified by Activity: kk	HRO: AH 1/26 ah 1/29

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
提出された応募書類はお返ししません Submitted applications will not be returned.

TASK LIST

POSITION TITLE: ACCOUNTING TECHNICIAN, GRADE: 1-5

DEPARTMENT: SRF CODE 630

1. Reviews Funds Administrator/Type Desk officer funding actions for accuracy and compliance with the established procedures and IAW the Financial Management Regulations (FMR). Prepares NC2276 (Request for Contractual Procurement, for farm out work for ships, NC 2275 (Work Requests) for work or service and various other funding documents IAW NAVCOMPT and Financial Management Regulations. (10%)
2. Prepares written correspondence in English to request additional funding from customers or give information or clarification in English on status of funds. (10%)
3. Performs monthly reconciliation between MACTS (Mgt. Accounting Cost Tracking System) and STARS-FL (official accounting system). Any discrepancies between the two systems will be corrected or be brought to the attention of the supervisor for resolution. Reviews job orders, sub-functional categories and cost account codes to ensure they are IAW NAVCOMPT Manual and FMR in MACTS. Notifies supervisor of any errors and problems in MACTS and STARS-FL in processing of JONS or funding documents. (20%)
4. Review MACTS and STARS-FL to ensure that any negative balances are brought to the attention of the Type Desk and supervisor so funding can be issued and final billed. (20%)
5. The incumbent is responsible for all incoming messages related to ship work and 2168-1 (Operating Budget Document) from CINCPACFLT. All messages are screened for completeness, proper identification of or Type Commander (SURFPAC, AIRPAC, SUBPAC) or ship, amount, and avail. Insuring that correct UIC and task number is established in STARS-FL and MACTS IAW with CINCPACFLT policy. Upon receipt incumbent notifies supervisor and Funds Administrator and inputs funds to MACTS. Verifies daily funding level and notifies supervisors and funds administrators when remaining balance is low. Provides supervisor a daily list of negative COARS. (10%)
6. Performs obligation validation reviews for current year funds and provides input to supervisor. Also inputs direct funds information into the monthly financial brief that is given to the Commanding Officer and all department directors. (10%)
7. Performs administrative clerical duties as assigned. Also provides assistance to the other accounting technician as needed in processing reimbursable data and documents. (10%)
8. Provide assistance to other accounting technician for reimbursable work order taskings as needed. (10%)
9. Performs other related or incidental duties as assigned.